



	No. 09-03
Subject: 2008-09 Year-End Training-Session I	Date Issued: 03/10/09
References: CALSTARS Procedures Manual Volume 7	Expires: 06/30/09

PURPOSE:

To provide departments the 2008-09 year-end training schedule for Session I-Planning and Preparing for Year-End.

NOTE: The class schedule for Session II-Year-End Statement Preparation will be issued in late March.

BACKGROUND:

Each year, the Department of Finance (CALSTARS) provides year-end training for accounting personnel who are responsible for planning the year-end process and preparing or reviewing the year-end financial reports. This training is designed to discuss any changes to the State Controller's year-end requirements, review the CALSTARS year-end closing instructions and increase awareness of the timing, duration and sequence of steps necessary to meet the filing deadlines.

Year-end training is presented in two sessions: **Session I** covers the planning for year-end activities during April, May and June, with an optional half-day afternoon session for experienced staff covering the automated year-end statement process and an overview of the standard year-end processes. **Session II** reviews the adjusting entries and covers year-end statement preparation and processes and is designed for staff who prepare or review year-end financial statements. Session II is available in one-day, two-day and three-day classes.

This COM specifically addresses Session I-Planning and Preparing for Year-End to assist departments in planning and preparing for year-end activities for a timely year-end close. Session I is designed for staff with responsibilities for the year-end planning functions, table maintenance, and the year-end review of documents and reports and for staff experienced in preparing automated year-end financial reports for governmental cost funds. Participants attending will gain an appreciation and overall perspective of the preparation and processes involved in planning and completing a successful year-end.

NOTE: As an alternative to attending the morning planning and preparation session, the material covered is available in the Planning and Preparing for Year-end document available on the Internet at:
www.dof.ca.gov/html/calstars/training/training.htm.

REGISTRATION:

All participants in CALSTARS Session I must register in advance by submitting a current CALSTARS Training Registration (CALSTARS 102) form. A copy of the CALSTARS 102 form (revision date December 2008) is attached for your convenience. The form is also available on the Internet at: www.dof.ca.gov/html/calstars/forms.htm. The form may be submitted electronically, mailed or faxed. All sections of the CALSTARS 102 form, including the participant's and training officer's or supervisor's e-mail address, must be complete and legible.

Incomplete or illegible registration forms may be returned to the participant for further clarification.

NOTE: Please include your e-mail address and the number of years experience you have preparing year-end reports.

The CALSTARS Training Registrar enrolls each participant in their first available choice, and notifies the participant via e-mail. If all chosen classes are full, the Training Registrar places the participant on a waiting list and notifies the participant via e-mail of their placement on the waiting list. Participants on the waiting list may be contacted if there is a cancellation in one of the scheduled classes, or if additional classes are scheduled.

A "welcome" letter is sent via e-mail to the participant at least 10 days before the first day of class with details about the location, times and required class materials. Participants who have been notified of enrollment, but do not receive a "welcome" letter 7 days prior to the scheduled class, should contact the Training Registrar.

Substitutions:

A department may send a substitute if the registered participant is unable to attend. Substitute attendees must submit a completed CALSTARS 102 form and must meet all applicable class prerequisites. Whenever possible, notify CALSTARS of any substitutions before the first day of class. The registered participant should give the "welcome" letter and/or any required training materials to the substitute prior to class.

Cancellations/No-Shows :

The CALSTARS Training Registrar should be notified immediately if a registered participant must cancel a class. A notice of cancellation will be accepted without penalty if received more than 5 calendar days prior to the first day of class.

Late cancellations (received 5 calendar days or less before the first day of class) or no-shows for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant. Penalty charges will be invoiced and sent to the department's accounting office.

Tuition:

There is no direct cost to departments for attending year-end classes. Training costs (staff costs, operating expenses and indirect costs) are financed through CALSTARS. Departments are responsible for any travel and per diem expenses associated with training.

Disabled Participants:

Departments are responsible for providing and paying any costs for reasonable accommodation for their employees with disabilities. Notify CALSTARS in advance on the CALSTARS 102 form of any disabilities that may affect the registrant's participation in the class.

ACTION REQUIRED BY ALL DEPARTMENTS:

1. Review the attached class description and dates offered. Decide who needs training and should attend this session. Limit participants to those with direct responsibilities for planning the year-end process and preparing or reviewing automated year-end financial reports.
2. Complete and submit an approved CALSTARS 102 form (revision date December 2008) to CALSTARS for Session I. Although there is no tuition cost, only registered participants will be admitted to the training classes. Participants will be registered on a first-come-first-served basis.

For questions or assistance with registration, please contact the CALSTARS Training Registrar: Anji Hilton at (916) 445-0211, extension 2811, e-mail angela.hilton@dof.ca.gov or Cindy Chastain at (916) 445-0211, extension 2812, e-mail cindy.chastain@dof.ca.gov.

/s/Freda Luan-Dun

Assistant Program Budget Manager

Attachment

STATE OF CALIFORNIA
CALSTARS TRAINING REGISTRATION

CALSTARS 102 (REV 12/08)

CALSTARS Training Registrar Contacts: Cindy Chastain (916) 445-0211 ext 2812
Angela Hilton (916) 445-0211 ext 2811

TO: CALSTARS Training Registrar
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA 95814
FAX: (916) 323-4049
E-mail: caltrng@dof.ca.gov

REGISTRATION: Fax, mail, or e-mail completed form to address listed above. Please do not submit more than one copy.
REGISTRATION CONFIRMATION: Participants are notified via e-mail of enrollment or placement on a waiting list when classes are full. A Welcome Letter is sent via e-mail to each participant at least 10 days prior to the scheduled training. Registrants not receiving a Welcome Letter at least 7 days prior to the scheduled class should contact the CALSTARS registrar listed above.

SUBSTITUTIONS: Departments may substitute staff who meet the course prerequisites. Substitute attendees must present a completed CALSTARS Training Registration Form (CALSTARS 102).

CANCELLATIONS, NO SHOWS: Departments must notify the CALSTARS Registrar of cancellations at least 5 days prior to the scheduled class to avoid penalty charges. The CALSTARS Registrar must be notified of cancellations in the case of illness or unforeseen emergency as soon as possible, but no later than 8:30 a.m. on the day of class.

Late cancellations (received 5 days or less prior to the scheduled class) and no-shows for Track classes other than illness or unforeseen emergencies will be charged \$100 per each day of class missed per participant. Late cancellations and no-shows for Monarch classes will be charged the full tuition.

REASONABLE ACCOMODATIONS: Must be provided by the registrant's department.

TRACK NUMBER	CLASS TITLE	YEARS OF EXPERIENCE PREPARING YEAR-END REPORTS (FOR YEAR-END TRAINING CLASSES ONLY) :												
PREREQUISITES: Does the participant meet the prerequisites for the class as stated in the training announcement? YES <input type="checkbox"/> NO <input type="checkbox"/>		BRIEF JOB DESCRIPTION:												
Does the training directly relate to the current job assignment? YES <input type="checkbox"/> NO <input type="checkbox"/>														
<table border="1"><thead><tr><th></th><th>SECTION NUMBER</th><th>SECTION DATES</th></tr></thead><tbody><tr><td>1ST CHOICE</td><td></td><td></td></tr><tr><td>2ND CHOICE</td><td></td><td></td></tr><tr><td>3RD CHOICE</td><td></td><td></td></tr></tbody></table>				SECTION NUMBER	SECTION DATES	1 ST CHOICE			2 ND CHOICE			3 RD CHOICE		
	SECTION NUMBER	SECTION DATES												
1 ST CHOICE														
2 ND CHOICE														
3 RD CHOICE														
TRAINING PARTICIPANT'S NAME (as it is to appear on the training certificate)		PARTICIPANT'S E-MAIL ADDRESS (REQUIRED)												
DEPARTMENT	IMS CODE	ORGANIZATION CODE												
UNIT	CIVIL SERVICE CLASSIFICATION TITLE													
ADDRESS	PARTICIPANT'S WORK PHONE NUMBER EXTENSION () -													
CITY	STATE	ZIP CODE -												
PLEASE DESCRIBE ANY DISABILITIES WHICH MAY IMPACT THE REGISTRANT'S PARTICIPATION IN THE TRAINING CLASS. REASONABLE ACCOMMODATIONS (IF ANY) MUST BE PROVIDED BY THE PARTICIPANT'S DEPARTMENT.														

NAME OF TRAINING OFFICER OR SUPERVISOR AUTHORIZING ATTENDANCE	SIGNATURE OF TRAINING OFFICER OR SUPERVISOR AUTHORIZING ATTENDANCE	
E-MAIL ADDRESS OF TRAINING OFFICER OR SUPERVISOR (REQUIRED)	TELEPHONE NUMBER () -	EXTENSION DATE

Do not write below this line: TO BE COMPLETED BY CALSTARS REGISTRAR

ENROLLED CLASS DATE	PLACED ON WAITING LIST	REGISTRARS INITIALS	DATE

CANCELLED ON: ☐ DID NOT SHOW ☐ LATE CANCELLATION ☐ INVOICE

2008-09 Year-End Training

Session I—Planning and Preparing for Year-End

WHAT: A one day training class divided into a morning and optional afternoon session. The **morning** session covers information on planning and preparing for year-end activities to be completed during April, May and June. *

The **optional afternoon** session covers the automated year-end statement process for experienced staff of ongoing automated year-end participants. This session also includes a very brief review of the standard year-end processes such as year-end adjusting entries, FM 13 processing, non-governmental fund reports and YEC/YEO. Last year, this class was given during Session II-Year-End Statement Preparation, however the material covered in this portion of the class ties nicely with the morning session for a complete overview of the entire year-end process. Participants attending the full day will gain an appreciation and overall perspective of the preparation and processes involved in planning and completing a successful year-end close!

WHO: This class is recommended for staff with responsibilities for the year-end planning functions, table maintenance, and the year-end review of documents and reports. It is also recommended for staff experienced in preparing automated year-end financial reports for governmental cost funds or for those who want an overall understanding of the processes involved in the entire year-end process.

METHODOLOGY: The **morning** session reviews steps required to plan and prepare for the year-end processes as identified in CALSTARS Procedure Manual, Volume 7, Chapter 1-Preparation Activities. It also includes the requirements for participation in the automated year-end statement preparation process, and reviews the 2008-09 CALSTARS Year-End Closing Schedule. *

The **optional afternoon** session covers the standard year-end processes and reviews the automated year-end financial statement preparation process, using the CALSTARS Procedure Manual, Volume 7, Chapters 1-7. The class emphasizes the material in Chapter IV-B-Prepare Automated Governmental Fund Reports and also includes a detailed review of the DB3 report.

WHERE: Department of Finance, Basement Training Room (Cypress A)
915 L Street, Sacramento, CA 95814

WHEN: Section 1 – April 14, 2009
Section 2 – April 15, 2009
Section 3 – April 16, 2009

TIME: Classes start at 8:30 A.M. and end at 4:30 P.M.

* **NOTE:** As an alternative to attending the morning session, the material covered is available in the Planning and Preparing for Year-end document available on the Internet at:
www.dof.ca.gov/html/calstars/training/training.htm.